**ISACA Treasurer Roles & Responsibilities (Elected Role)**

Responsible for maintaining the financial records of the Chapter, including:

1. Establishing and executing against annual goals, subject to Board approval.
2. Elected roles review all ISACA International communications as share as appropriate.
3. Acting as the custodian of Chapter funds.
4. Receiving all monies and disbursal of funds only upon the sanction of the Chapter Board, or the Chapter membership.
5. Establishing and updating a yearly budget for all program revenues and expenses.
6. Regular reconciliations of all bank, savings or investment accounts.
7. Remitting dues & fees to the Association as required.
8. Depositing checks, cash or other income as needed
9. Submitting books and records for audit.
10. Maintaining chapter financial records for at least seven years.
11. Filing any and all tax forms & chapter financial reports required by ISACA International.
12. In concert with the President, authorize expenditures from, or transfers of funds from/to, the Chapter US dollar credit account held at the Association.
13. Submit annual financial statements for presentation at the annual general meeting.
14. Performing other duties as pertain to this office, or which may be delegated by the President or Chapter Board.
15. Create and provide monthly updates on SMART\* Goals
16. Providing a written status report to the President Elect on the Monday prior to Board meetings.
17. Accomplishing assigned initiatives and administrative tasks in a timely manner.
18. Recommending potential speakers for Roundtable or Large Chapter events from your professional network.
19. Preparing for any agenda items for which you are responsible.
20. Reviewing meeting material provided in advance. If meeting (or non-meeting) material request feedback, provide it in a timely manner.

2017-18 SMART\* Goals

\*Specific, Measurable, Achievable, Relevant and Time-bound

1. Complete all deliverables in timely manner – see timeline.